



Embassy of the United States of America

Guatemala City, Guatemala

July 21, 2009

**VACANCY ANNOUNCEMENT
09-031**

OPEN TO: All Interested Candidates

POSITION: Financial Manager Specialist (APHIS)
FSN-10, FP-5 (steps 5 through 14)*

OPENING DATE: July 21, 2009

CLOSING DATE: August 04, 2009

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident
Position Grade: FP-5 (steps 5 through 14)
to be confirmed by Washington

*Ordinarily Resident:
Position Grade FSN-10

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Financial Manager Specialist** at the USDA-APHIS Office.

BASIC FUNCTION OF THE POSITION:

Provides financial information, advice and makes recommendations to the Regional Administrative Officer. Acts as a consultant and resource in financial issues and oversees the execution of APHIS' \$20 million contribution to the Medfly Program. Incumbent manages financial tracking systems of a very complex cooperative program to ensure that USDA funds are spent efficiently and according to constantly changing program needs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Tel: 2326-4319 or 2326-4335.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must possess a university degree in Accounting, Finance, or Business Administration.
2. A minimum of five years of experience in accounting, finance or business administration, including at least two years' supervisory experience.
3. Level IV (fluent) speaking/writing English is required. Level IV (fluent) speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish test (IGA). Spanish native speakers will take English test (TELP).
4. Must possess knowledge of government fiscal, budgeting, and accounting terms and practices, as well as knowledge of Guatemalan fiscal and payroll laws, and ability to recognize financial trends and foresee potential funding problems. Must understand the principles of logic, the basics of interpersonal relationships, and the fundamentals of organizational dynamics.
5. Incumbent must be computer proficient, especially in Microsoft Office (Word, Excel and Power Point), and automated financial databases. Candidates will take proficiency tests.
6. Must possess ability to analyze complex financial reports, produce presentations for management in non-technical language and recognize financial trends and foresee potential funding problems or opportunities.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a **local** security clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Ana S. Paredes
Human Resources Office
American Embassy, Guatemala

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - ❖ U.S. Citizen
 - ❖ Spouse or child who is at least age 18
 - ❖ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - ❖ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs have a diplomatic visa and thus, do not need a work permit.

CLOSING DATE FOR THIS POSITION: AUGUST 4, 2009

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.